

## Opening a Civil Case

Civil cases can be opened using the System and the filing fee paid with a credit card. After successfully logging into ECF, follow the steps below to open a new civil case.

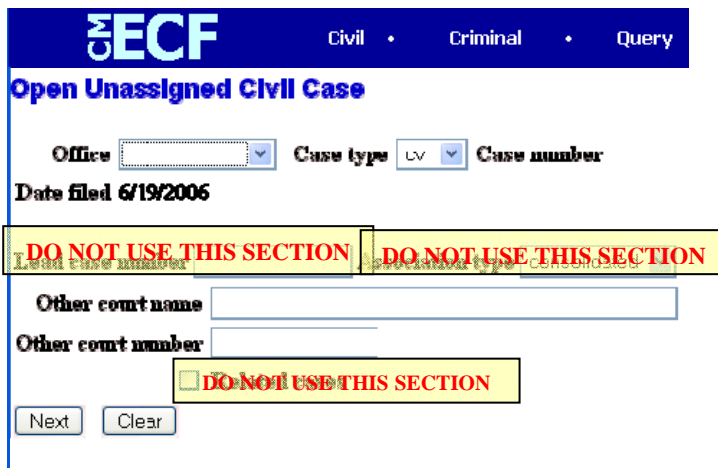
1. Select **Civil** from the blue menu bar at the top of the ECF screen. The Civil Event window opens displaying all of the categories from which you may choose for your filing. Click **Civil Case**.



The screenshot shows the ECF (Electronic Case Filing) interface. At the top is a blue menu bar with the ECF logo and tabs for 'Civil', 'Criminal', and 'Query'. Below the menu bar, the 'Civil Events' section is active. It contains several categories of filings: 'Open a Case' (with a link to 'Civil Case'), 'Initial Filings and Service' (with links to 'Complaints and Other Initiating Documents', 'Service of Process', 'Answers to Complaints', and 'Other Answers'), 'Motions' (with a link to 'Motions'), and 'Other Filings' (with links to 'Notice', 'Trial Documents', 'Appeal Documents', and 'Other Documents').

2. Fill out the screen as directed in the table below:

<b>Office:</b>	Select the place of trial requested in the complaint.
<b>Case Type:</b>	Use <b>cv</b>
<b>Lead case number:</b>	Leave blank
<b>Association type:</b>	Leave unchanged
<b>Other Court name:</b>	If this case relates to another federal court case in Nebraska enter <b>USDC-NE</b> . If you are filing a Notice of Removal enter the other court name.
<b>Other Court number:</b>	If this case relates to another federal court case in Nebraska, or you are filing a notice of removal, enter the case number of the related case.
<b>Related cases:</b>	Leave blank



The screenshot shows the 'Open Unassigned Civil Case' form in the ECF system. The form has a blue header with the ECF logo and tabs for 'Civil', 'Criminal', and 'Query'. Below the header, the form fields are: 'Office' (a dropdown menu), 'Case type' (a dropdown menu with 'LV' selected), and 'Case number' (a text field). Below these fields is the 'Date filed' (6/19/2006). There are two yellow boxes with red text that say 'DO NOT USE THIS SECTION' over the 'Lead case number' and 'Association type' fields. Below these are the 'Other court name' and 'Other court number' text fields. There is a checkbox labeled 'DO NOT USE THIS SECTION' next to the 'Other court number' field. At the bottom are 'Next' and 'Clear' buttons.

3. Fill in the Civil Cover Sheet information as directed by the table below.

**Note:** You do NOT need to file a copy of the civil cover sheet.

**ECF** Civil • Criminal • Query • Repo

**Open Unassigned Civil Case**

**Jurisdiction:** 3 (Federal Question)

**Cause of action:** 0 (No cause code entered)

**Nature of suit:** 0 (zero)

**Origin:** 1 (Original Proceeding)

**Citizenship plaintiff:**

**Citizenship defendant:**

**Jury demand:** n (None)

**Class action:** n **DO NOT USE THIS SECTION**

**County:** Adams

**Fee status:** pd (paid)

**Fee date:** 6/19/2006 **DO NOT USE THIS SECTION**

Next Clear

<b>Jurisdiction:</b>	See civil cover sheet instructions.								
<b>Cause of action:</b>	See civil cover sheet instructions.								
<b>Nature of suit:</b>	See civil cover sheet instructions.								
<b>Origin:</b>	See civil cover sheet instructions.								
<b>Citizenship of plaintiff:</b>	Only used for diversity cases.								
<b>Citizenship of defendant:</b>	Only used for diversity cases.								
<b>Jury demand:</b>	Select the party demanding a jury.								
<b>Class action:</b>	Do not use. Leave as "n." If the class action is approved the court will modify this information.								
<b>Demand (\$\$\$):</b>	Leave blank.								
<b>Arbitration Code:</b>	Leave blank.								
<b>County:</b>	Select the county of residence of the plaintiff, unless the plaintiff is the USA, then choose the county of residence of the defendant.								
<b>Fee status:</b>	<table border="1"> <thead> <tr> <th>IF you are...</th><th>THEN...</th></tr> </thead> <tbody> <tr> <td>a government agency</td><td>select <b>wv (waived)</b></td></tr> <tr> <td>filing in forma pauperis</td><td>select <b>fp(in forma pauperis)</b></td></tr> <tr> <td>all other filings</td><td>select <b>pd (paid)</b></td></tr> </tbody> </table>	IF you are...	THEN...	a government agency	select <b>wv (waived)</b>	filing in forma pauperis	select <b>fp(in forma pauperis)</b>	all other filings	select <b>pd (paid)</b>
IF you are...	THEN...								
a government agency	select <b>wv (waived)</b>								
filing in forma pauperis	select <b>fp(in forma pauperis)</b>								
all other filings	select <b>pd (paid)</b>								
<b>Fee date:</b>	Leave as current date.								
<b>Date transfer:</b>	Leave blank.								

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4. Add parties to the case. Follow the steps in **Appendix A** to complete the necessary information for each party added to the case. When finished adding all parties and attorneys, click **[End Party Selection]**.



**Search for a party**

**Last Business name**

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5. Your case has been opened and the case number assigned. **But you are not done yet!** Make a note of the case number, then click **[Docket Lead Event?]** to upload the necessary case opening document(s) and pay the filing fee.



**Case Number 06-135 has been opened.**

[\*\*Docket Lead Event?\*\*](#)